

# Western Soil Conservation District

## Dickinson North Dakota

### Project Manager

### Southwest North Dakota Soil Health Demonstration Plot

**Salary Range:** 31,200 – 41,600 USD per year

**Open Period:** Wednesday, December 24, 2008 to Friday, January 30, 2009

**Position Information:** Full-Time

**Duty Locations:** 1 vacancy – Dickinson, ND

**Who May Be Considered:** Applications will be considered from all individuals meeting necessary qualifications.

#### Job Summary:

The Western Soil Conservation District provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

This position is located in the Natural Resources Conservation Service (NRCS), field office, and serves as the Project Manager of the Southwest North Dakota Soil Health Demonstration Plot. The Project Manager will serve as the liaison between the project partners, landowners and other customers by providing technical assistance, as well as overall management and leadership for the demonstration plot, will work in conjunction with local soil conservation districts, the NRCS and the Dickinson Research Extension Center in a cooperative effort to protect and improve the natural resources in the area.

**APPLICATIONS MUST BE RECEIVED IN THE FIELD OFFICE BY CLOSE OF BUSINESS ON JANUARY 30, 2009.**

Please read the entire vacancy announcement and follow all application instructions. Failure to submit all required documents will result in your application not being considered.

#### Key Requirements:

- Education or Experience
- Valid Drivers License
- U.S. Citizenship

## **Major Duties:**

1. Is responsible for managing the Southwest North Dakota Soil Health Demonstration Plot project (Project). Developing and implementing an effective soil health conservation program for the area consistent with the mission objectives of the Memorandum of Understanding between the project partners. This is a project with multiple Soil Conservation District's, the NRCS and the Dickinson Research Extension Service that address soil health resource concerns with a complex and diverse workload.
2. Is the Projects representative for local and area no-till and soil health meetings, tours and workshops; furnishes technical guidance and leadership to the SCD board of supervisors, the NRCS and the Dickinson Research Extension Center for the development and implementation of the Projects annual plans of work. Provides day-to-day technical guidance to the Project partners as requested by the board of supervisors.
3. Provides leadership in the development, analysis, and use of resource information in the Project including (a) collection of information on soil resources, production inputs, returns and conservation treatment needs, and (b) interpreting and explaining summarized data to the SCD board of supervisors, the NRCS, the Dickinson Research Extension Center and other agencies and groups as a basis for developing future conservation partners.
4. Learn and explain the benefits of soil health, no-till, cover crops, nutrient and pesticide management, plant C:N ratio's, and soil food web.
5. Take weekly photos of the Plots.
6. Secure grants and sponsors to help fund the position.
7. Works with webmaster to keep website current.
8. Attends and provides reports to the Projects partners.
9. Responsible for the daily interaction with the Dickinson Research Extension Center employees to ensure plans are communicated and implemented.

**Qualifications:**

You must first meet the Basic Qualification Requirements listed below:

The combination of education and experience must be sufficient to demonstrate that the applicant possesses the knowledge, skills and abilities to perform work in this agriculture related project.

**Benefits:**

Employee retirement program and cost shared health program.

You will earn annual vacation leave.

You will earn sick leave.

You will be paid for federal holidays that fall within your regularly scheduled tour of duty.

**CONDITIONS OF EMPLOYMENT:**

You must be a United States Citizen to be considered for this job. A background check and fingerprinting will be done for clearance to use government computers.

**OTHER INFORMATION:**

You will be kept informed regarding the status of your application. Selections normally take approximately 4 weeks after the closing date of the announcement.

**How to Apply:**

You must submit your application so that it will be received by the closing date of the announcement.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

Do not send position descriptions, manuscripts, personal endorsements, training certificates, publications, work samples, or any other unsolicited material. They will be discarded. References to these items may be made in your application.

A professional application gives a positive impression to hiring managers. It is recommended that you make the effort to ensure your application is neat, legible, error free, easy to read, and concise.

## **SUBMIT YOUR APPLICATION PACKAGE TO:**

### **Send Mail to:**

Western Soil Conservation District  
2493 4<sup>th</sup> Ave W RM C  
Dickinson, ND 58601

### **For questions about this job:**

Bonnie Twogood  
Phone: 701-225-3811 Ext 3  
Email: [bonnie.twogood@nd.nacdnet.net](mailto:bonnie.twogood@nd.nacdnet.net)

Submit your application package directly to the Dickinson ND Field Office by close of business (4:30 PM) on the closing date. Late applications or failure to submit all the required documents and information as requested will result in your application not being considered. There will be no exceptions.

You will be informed regarding the status of your application. Selections normally take approximately 30 days after the closing date of the announcement.

### **Equal Opportunity Statement:**

The Western Soil Conservation District does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

## **INFORMATION THAT IS REQUIRED IN A RESUME:**

If you prepare a resume, be sure you provide all of the information listed below. This is the same information that is identified on the OF-612 application form, which can be found at [www.opm.gov/forms/html/of.htm](http://www.opm.gov/forms/html/of.htm). You don't need to send both an OF-612 application form and a resume.

Provide all of the following:

- Full name, mailing address and day/evening telephone numbers
- Social security number
- Country of Citizenship
- Places and dates of employment

Education:

- High School Name, city, state and zip code, date of diploma or GED
- Colleges and/or Universities attended, city, state and zip code
- Major field(s) of study
- Type and year of degree(s) received.

Work experience related to the job for which you are applying:

- Job title
- Duties and accomplishments
- Employer's name and addresses
- Supervisor's names and phone numbers
- Starting and ending dates of employment (month and year)
- Salary
- Indicate if your current supervisor may be contacted

Other qualifications:

- Job-related training courses (title and year)
- Job-related skills (e.g., other languages, computer software/hardware tools, machinery, typing speed, etc.)
- Job-related certificates and licenses
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) (Do not send copies of documents unless specifically requested to do so.)